Team 13 (Cache me outside) Group Contract

Strengths and weaknesses:

- Jaylynne:
    - Strength: open to learning, good at picking things up quickly, good at taking criticism
    - Weakness: procrastination
- Haoting:
    - Strength: working well under pressure
    - Weakness: communicating when help is needed
- Chung Yin:
    - Strength: can spend a long time on one thing (“icangrind”)
    - Weakness: inexperience
- Destin:
    - Strength: following instructions
    - Weakness: time management
- Pranay:
    - Strength: used to working in teams
    - Weakness: rabbit holes (can get sucked into tasks)
- Katy:
    - Strength: determined to learn something and really understand it
    - Weakness: also rabbit holes!
- Zhenyu:
    - Strength: team and technical experience
    - Weakness: can get hyperfocused at times
- Nick:
    - Strength: accountability, curiosity
    - Weakness: can be headstrong at times
- Zack:
    - Strength: hardworking, dedicated to learning
    - Weakness: Inexperience
- Ryan:
    - Strength: flexibility, can quickly adapt to new tasks
    - Weakness: procrastination, inexperience
- Darwin:
    - Strength: Willing to grind for hours to learn and get something done, even new skills

- Weakness: procrastination, inexperienced

Altogether, our team seems to be strong in that we are learning and growth oriented and willing to work. We all also value good communication and teamwork, not just learning technical skills. A common weakness seems to be inexperience in terms of web development. This ties into our goals as a team:

Team goals:

- Explore Software Engineering as a career path
- Make a product we are happy with
- Gain technical skills and experience in large teams
- Get practical experience with version control
- Be active team players

Our team mission is to facilitate an environment where group members are able to grow and learn more about Software Engineering. We hope to create a solid product that is not only unique but fun for us to create.

Values (concepts that are important to us as a team):

- Psychological safety: because we are learning oriented, we want our members to feel safe to share their ideas, speak up when they think there is a problem, and make and grow from mistakes.
- Accountability: members should take responsibility for their parts of the project, as well as the project as a whole. Accountability is an important part of making sure we can complete our work and fulfill our goals.
- Empathy: not only should we show empathy and design for the user, we should also show empathy to each other. We are all students and under a lot of stress, but we are all here to learn and help each other.
- Communication: communicate when problems arise! We want to work as a team to address these problems, and we will have structures to deal with these as best as possible (see accountability structures and possible conflicts). Communication is integral not only to productivity but also team morale.
- Respect: respect the other team members' time, psyche, intelligence, ideas, strengths, and weaknesses.

Standards:

- Aim for high-quality product and code. We will not just code something up, get it to run, and walk away.
    - We maintain clean, well documented code as a standard.
- Our movements as a team should be structured and planned.
- Good performance, accessibility, maintainability, usability, and functionality.

Roles:

- Leaders (members of the group in charge of organization, delegation, connecting with the TA, and the overall trajectory of the group): Katy, Zhenyu
- Maintaining the repository (overseeing Github issues creations, resolving merge conflicts, etc): Chencheng
- Frontend (design, user interface): Destin, Zack, Jaylynne
- Backend (functionality, logic): Nick, Zhenyu, Pranay, Katy, Chung Yin
    - To decrease bus factor, we will employ the use of pair programming when implementing a new back-end feature. One member can focus on testing and validation, the other can write the actual logic.
- Testing (validation, testing of functionality and logic): Haoting, Ryan

Team risks:

- Uneven division of workload leads to frustration.
    → If someone is under stress or has too much work ahead of them, ask for help. As a team, we should be here to help. We never know when one of us will need help. This will alleviate stress amongst those maintaining accountability.
    → Keep people updated if something comes up or your are unable to complete a goal/task. Know there is flexibility to grow and develop as a team.
    → Keep in mind the mission/goals of this team: we are all here to learn.
    → The leaders care about accountability. If people don't communicate or don't show up to meetings, this will be noted.
- In a large group, some members end up "ghosting" or producing lower quality work.
    → Reach out. Raise concerns and communicate first, if you are in a subteam with this person. If you are not directly working with this person or you have contacted them and the problem persists, contact the team leaders.
    → If the team leaders contact the person and the problem persists, the TA will be looped in.
- Being a team leader can be very stressful. What exactly is the team's expectation of its leaders?
    → Manage the organization of the group. Understand that the team leader is

also a student. Please communicate if there are problems, questions, or concerns.
→ Leader's accountability: make sure people are doing their jobs. Keep people accountable and informed, meet the deadlines (set by the class or the team).
→ Manage the trajectory of the group.
→ Main connector to the TA and course staff.

Which brings us to accountability structures, formalized:

- The leaders will keep careful documentation of who is present at meetings and how we delegate tasks. We will use meeting logs, Github issues, communication through Slack, and communication with the TA if needed in order to keep track of attendance, work, communication, and lack thereof.
- If you cannot make a meeting, that is okay! What we ask is for communication. If you message the leaders beforehand, they will make sure to involve you in the week/meeting's task, which will aid you in getting credit in the project.
- If there is a problem, send a message on Slack to both of the team leaders. Keep both leaders in the loop.

Rules, activities, and ceremonies:

- Set aside a weekly meeting time of **Friday, 10AM-12PM.** We will meet over Zoom or in person.
- Stay on top of the Slack. Use the main channel for full-group communication.
- Standup meetings: during our code sprints, we will have periodic standup meetings. These periods will be decided in our pre-sprint meetings, but will likely be every other day or every three days.
- Be present in class as much as possible. This is important for team morale (in person interaction, teamwork :)), learning technical and soft skills (CSE110!), and accountability (maintaining a schedule, communicating if things come up, keeping track of attendance).
- There are weekly TA meetings on **Wednesdays, 4:40-5PM.** These meetings will be attended by leaders and can optionally be attended by members.

Please sign below:

I, *Destin Tanjuaquio* **signify that I have read and understood this contract. As a valued member of Team 13, I agree to follow this contract to the best of my ability.**

Destin Tanjuaquio

Date (05/10/2025)